



Report of Project Activities

Department of Labor and Workforce Development
Division of Business Partnerships



DENALI TRAINING FUND

PROGRESS REPORT

NAME OF ORGANIZATION: First Alaskans Institute NAME OF PROJECT: Denali Training Fund #760802 REPORT PERIOD: July 1-September 30, 2006
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PROJECT ACTIVITIES AND ACCOMPLISHMENTS:

Briefly describe the grant activities undertaken during the period and any accomplishments achieved.

This quarterly report covers the implementation of the 2006 intern project to meet the project objectives of assisting Alaska Natives and other rural residents in acquiring the skills and training necessary to participate fully in private sector business and economic development opportunities through fellowships, scholarships, internships, public service programs and other leadership development activities. This report includes these components: Leadership Fridays Schedule and Implementation, information on Web Based Tracking Database, File Maintenance and Record Keeping, Site Visits/Intern Communications, End of Season Event, Evaluations, and Continuous Improvement Processes and Planning for the 2006/2007 winter and 2007 summer intern programs.

Funds from this award were used to support the summer intern program for the final 3 weeks of the 2006 summer intern program as well as activities associated with the end of season event. First Alaskans Institute also received \$12,500 from employer partners to offset the overall cost of the intern program and to assist with scholarships made to interns continuing to pursue higher education.

Leadership Fridays Schedule and Implementation

In addition to management level placements at partner organizations, a critical component of the internship project is leadership training conducted by First Alaskans staff each Friday of the 10-week program. Using recommendations from the 2004 and 2005 interns and employers, the Leadership Fridays' agenda was developed to include exposure to:

- The history of the State
- Historical impacts of legislation like the Organic Act, Allotment Act and ANCSA on the State and Native community
- An historical and current data review of the status of Alaska's Natives
- Personal Development training
- Components of High Performing Organizations
- Leadership Development and Qualities of Leaders
- Politics and Public Policy Development
- Culture and Native Values
- Importance of Service Learning

The 10 interns located outside of Anchorage participated via teleconference and web-casting which allowed for more interactive participation through visual contact.

The above presentations were recorded for future use in communications and for use by interns and employer partners as requested.

The entire 10-week agenda has been included for reference. Please note that this award funded 3 weeks of the 2006 intern program.

Web Based Tracking Database

Work to date includes:

Development of Project work plan

- Continued development of database, which includes information on over 450 Alaska Native individuals
- First Alaskans Institute summer interns (32 total interns) are participants in the Brain Trust database project. The project team is updating methods to involve all of the interns with various components of the Brain Trust Project including: updating and editing their information in the database, learning about Boards and Commissions they might participate in, participating in an online discussion forum created specifically for them, and participation in a research focus groups
- Continue Brain Trust Development, including use guidelines and security policies, review of feedback from interns for improvements to the database, maintain updates for participants on Boards and Commissions, and how participants might participate in a Speakers Bureau

Files Maintenance and Recordkeeping

Files, including copies of required DC forms, are being maintained for each intern, along with the requirements for financial recordkeeping. These forms include: Denali Training Fund application, press release form, HR files (application packet, resume, reference letters, transcripts, copies of timesheets and leave forms, notes pertaining to meetings with intern and mentor (professional development, counseling)), site visit evaluations, correspondence from mentors that pertain to interns' performance such as compliments, updates, tax forms, program work plans.

Site Visits/Intern Communications

The interns have been included in the First Alaskans leadership.net newsletter distribution list. This is a monthly newsletter that provides information regarding upcoming employment, community service, and volunteer opportunities as well as announcements of events and happenings in the Native community. The newsletter is published in PDF format and is sent via email.

End of Season Event

The interns planned, organized, and facilitated the end of season appreciation night for their mentors in order to share what they had learned during the summer. They created a presentation that highlighted their mentors, experiences, career goals and their cultural backgrounds. They also created a 'yearbook' cd with highlights of their experiences and work sites (enclosed). There were over 100 guests in attendance at

Alaska Pacific University. We continue to receive positive feedback from attendees about the success of the program that was expressed by the interns.

Evaluation and Continuous Improvement

To assess the effectiveness of the project, weekly evaluations of the Leadership Development sessions were administered and tallied. An overall debriefing session was held with the interns to receive input on how to improve future programs. A copy of that report is attached.

Interns evaluated each week's Leadership Friday sessions, and on a scale of 1 to 5, with 5 being the highest, the overall rating of the 10 sessions was a 4.45. Several speakers received near perfect scores. In addition to content and usefulness of the information, interns were asked to evaluate First Alaskans' staff and our communications with them and preparations for the sessions with the intent of making improvements for future programs.

Ongoing and regular contact between the Intern Coordinator and mentor, and Intern Coordinator and intern was maintained throughout the 10-week internship via telephone, email and in-person meetings. This consistent contact had a beneficial result of being able to proactively address the few workplace or other supervisory situations when they arose. There were no major incidents and there was a better than 95% completion (30 of 31 interns) through the end of the program.

PLANNED ACTIVITIES FOR NEXT REPORTING PERIOD:

Describe the grant activities you expect to complete during the next month.

First Alaskans Institute will continue this successful program through additional funds secured through the Denali Commission Training fund and through employer contributions. In the next quarter, activities will focus on the evaluation of the 2006 program, exploration of industry partners for the 2007 program, recruitment of interns and employers, as well as planning for the 2006/2007 winter intern program.

PROBLEMS, DELAYS OR CONCERNS EXPERIENCED:

Are the grant activities progressing as planned? If not, what is the cause? Identify if there are any areas the Alaska Workforce Investment Office can provide assistance.

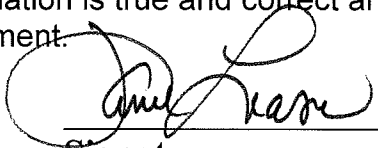
None at this time

POSSIBLE PROBLEM RESOLUTIONS AND TIMEFRAMES:

For any problems identified, describe how you will resolve them and how long it will take.

Certification: I certify that the above information is true and correct and in accordance with the terms and conditions of the agreement.

Janie Leask, President
Name and Title


Signature

10-25-06
Date